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ST-3780

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
Thru : Deputy Director of Training  
FROM : [REDACTED]  
SUBJECT: Comments on ORR Orientation Program

DATE: 23 June 1954  
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Auth: DDA REG. 77/1763  
Date: 10/01/78 By: 010

1. As you may recall, [REDACTED] of ORR invited OTR personnel to attend the ORR orientation program conducted on 14-16 June. Although no attendance records were maintained, the extent of OTR attendance can be approximated from attachment "A."

2. The open invitation to OTR was limited to the sessions held in room 117 Central Building. For the tours of OCD facilities on Tuesday afternoon and Wednesday morning, 15-16 June, the size of the ORR group precluded any general addition for the accommodation of OTR. However, at the personal invitation of [REDACTED] training officer for OCD, I attended these tours. The complete agenda for the two and a half day program is attached (attachment "B").

3. At the suggestion of [REDACTED] my comments which follow are by nature of carrying out a part of OTR's function to review the Office training program conducted by ORR.

4. Reaction to the Complete Program:

a. I feel that the ORR personnel to whom this orientation program was directed profited by the presentations.

b. Except for some of the personnel attending from the Intelligence Training Division (who already had considerable familiarity with some of the activities described), I believe the OTR guests profited by attendance.

5. Favorable Portions Worthy of Special Comment:

a. The presentations in room 117 were well introduced.

b. The introductions were kept on a dignified keel.

c. The Monday morning presentations were informative, helpful, and specific.

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d. The speaker on Photo Intelligence was particularly vital and enthusiastic.

e. To my pleasant surprise the most effective presentation was given in the basement of Riverside Stadium by an employee who explained and demonstrated the operation of the photostat machine which was especially designed to meet the Agency's needs.

f. The OCD personnel were enthusiastic in their efforts to aid and benefit the potential ORR users of their register facilities.

6. Unfavorable Portions Worthy of Special Comment:

a. The introductions in room 117 were sometimes "overdone." I do question the disproportionate amount of time devoted to being told by another how good the speaker is and what the speaker will talk on when there is so little time for the speaker to tell you what he has to say.

b. The group of talks on Economic Research, with only minor exceptions, was of the prepared text variety and delivered in somewhat deadening fashion.

c. To a lesser degree this same criticism could be directed to the final Monday topic on The Gathering of Information. The speaker appeared to be indecisive in his remarks.

d. Questions in Central Building were handled unsympathetically. From time to time speakers indicated their willingness to answer questions; such opportunity, with few exceptions, was denied them. The speaker was informed and the audience was re-informed that a question period was reserved until Tuesday afternoon. However, at the scheduled questioning period there was no tie-in with the questions earlier asked.

e. For the OCD tours the combined group was too large to be handled effectively in the limited and poor conference space made available in Riverside Stadium. These poor facilities are, I am certain, of continuing concern to OCD and they are fully aware of the shortcomings.

f. There is a positive need for improving the oral presentations given by most of the OCD personnel. With little exception OCD representatives committed common errors (such as talking to the charts, or talking so fast or so softly that they could not be understood) which significantly detracted from the effectiveness of their otherwise sincere efforts.

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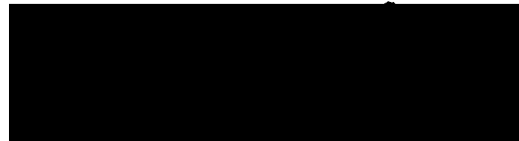
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7. Recommendations:

- a. If it is planned to continue a reserved questioning period at the conclusion of two days lectures, then all preceding speakers should be well briefed in advance not to solicit questions nor to provide time in the tight scheduling to anticipate answering questions.
- b. Prior to soliciting additional questions in the delayed questioning period, special queries raised earlier should be recalled to the audience and sympathetically answered.
- c. Assuming continued use of the present conference space, OCD should limit any tour group to that reasonable maximum (probably twelve) which can be effectively handled.
- d. A program in elementary presentation techniques should be arranged for OCD personnel of the Industrial Register Division who, in the regular discharge of their responsibilities, are called upon to conduct tour groups within Riverside Stadium facilities. Such a program should preferably be given to this group exclusively at their facilities. The program could be conducted by OCD or OTR personnel as preferred.
- e. Efforts should be initiated to "humanize" the ORR speakers referred to in paragraph 6., b. and c. or to obtain more enthusiastic substitute speakers for the topics covered.
- f. The employee referred to in paragraph 5., e. should be identified and commended for her efforts.

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cc:



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